

SINGLE FAMILY HOUSE PERMIT



Department of Planning, Building and Code Enforcement

STEPHEN M. HAASE, DIRECTOR

Planning Division Customers:

Re: Permit Information Update

Thank you for making an investment in San Jose with this development application. The City prides itself on being a leader in Smart Growth, but recognizes that much of that good work is the result of private investment choices made by each of our applicants to locate in San Jose. One of our goals is to help you succeed in your business, so that you can help us with our business.

San Jose's development process is based on our San Jose 2020 General Plan, supplemented by the Zoning Ordinance, and City Council adopted design guidelines and policies. Many of these documents can be found online at our web site listed below. Our staff utilizes these policies to ensure your application is promptly reviewed in a comprehensive manner with the goal of "no surprises" later in the process. Several changes are being made to the way we process development applications filed with the City, with the goal of continuously improving our customer service and overall process.

Processing Time Targets

The City has worked with the development community to establish processing time targets (attached) for many of our applications. These targets are intended to set expectations for City staff and our applicants of how long a given process should take. One important lesson we have learned is that responsive applicants keep their projects moving more successfully through the process. We will manage your project(s) according to these established targets.

If your project does not fit into these general targets we will work with you to identify the best course of action. For example, if your project requires more than a second cycle of plan review, we will schedule a meeting with you and your consultants to discuss the best way to keep the project moving consistent with the standard timelines.

As part of managing the schedule for your project, it is important to understand the overall discretionary review process and relevant milestones, public outreach, and the required environmental review. We will assist you with all aspects of your project, such as coordinating and scheduling a community meeting when one is necessary, or working with you to address the scope and specifics of complicated environmental issues.

Working With Your Project Manager

To provide you the best possible customer service, a project manager has been assigned as your key point of contact in the City's processing of your application. The project manager is responsible for managing your schedule, scheduling meetings, and providing feedback to you and

your design team regarding the various components of your project. In addition, the project manager will facilitate the resolution of key project issues to ensure you get the best possible information and decisions from all City departments in a timely manner. Your project manager has access to department management and upon your request will coordinate the necessary team meetings and decision-making to keep your project moving. This relationship is an important partnership to ensure good communication and a predictable development process – feel free to contact your project manager at any time.

Development Fee Program

One of the outcomes of the review of processing times and the budget for the development fee programs this fiscal year was the reconsideration of our fee structure which was previously set on a flat rate basis. The development review program in San Jose is paid for with the fees collected with application submittals. These fees pay for the City staff working on development projects. As a result of our budget review and working with the development community, a greater effort was made to ensure that fees collected reflect the level of work commensurate with specific classes of projects.

The fees paid for specific development applications now come with general limits of service that staff can provide. For a typical development application, the application fees pay for two cycles of plan review, one community meeting, and an application period not to exceed six months. We have also added surcharges to our fee schedule for those instances where a specific application cannot stay within these general limits. This provision ensures that the standard fee program is not predicated on those unusual projects. Examples of the surcharges now include fees for additional community meetings, additional plan review cycles, and on-file time extensions beyond the standard six months. Previously, our cost recovery efforts related primarily to expenses we incurred in re-noticing applications.

Conclusion

It is important to understand that the development review process works best when there is a partnership between the City and our customers to resolve project issues. While it is occasionally appropriate to agree to disagree, we will work diligently to find solutions that meet your needs so that the City's long-term goals are achieved. My Senior and Principal Planners are always available to help you, and can be reached at (408) 277-4576.

If you have questions about the development review process, need help to resolve an issue, or have comments about how we are doing, please feel free to give me a call. And please take the time to fill out the survey forms that you will receive at the conclusion of the process. Your comments and feedback help us improve the way we do our jobs, particularly our service to customers.

Joe Horwedel
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Joseph.Horwedel@sanjoseca.gov
Web <http://www.sanjoseca.gov>

Project Processing Timeline Goals

<p>30 Days or Less (Assumes Exempt or reuse for CEQA) Dead tree removal approval (TR) Lot Line Adjustment (AT) Sign permits (AD) Single Family House Permit, Category I (SF) Time Extensions (AD)</p>	<p>60 Days or Less (assumes Exempt or reuse for CEQA) Commercial / retail site modifications (H) Historic Preservation Permit (HP) Industrial site modifications (H) Office site modifications (H) Residential addition or conversion (CP) Single Family House Permit, Category II (no council approval) (SF) Time Extension (H, CP, PD, T) Tree Removal no arborist report req'd (TR) Utility Structures (AP)</p>
<p>90 Days or Less (assumes Exempt or reuse for CEQA) Church, school, child care - minor additions, conversions, reuse (CP) Commercial, Industrial w/o significant site issues (PDC, H, CP) Historic Landmark Nomination Off-sale alcohol Exception (CP) Rezoning Conventional Districts (C) SFDR permit and subdivision (PD, PT, T) Single Family House Permit, Category III (council approval) (SF) Tentative Map (T) Tree Removal w/ arborist report req'd & illegal removals (TR) Variance (V)</p>	<p>120 Days or Less (assumes Exempt, reuse or ND for CEQA) Car Dealership (CP) Gas Stations (CP) High Density Residential (3 stories or less) permit and subdivision (PD, PT, T) Historic Landmark Preservation Agreement Hotels / motels less than 100 rooms (H, PD) Industrial / retail minor additions (H) Nightclub / Bar (CP) Residential zoning less than 200 units (PDC) Small Churches, Child Care (CP)</p>
<p>180 Days or Less (assumes ND for CEQA) High Density Residential (> 3 stories) permit and subdivision (PD, PT, T) Hillside development (PDC, PD) Hotels / motels more than 100 rooms (H, PD)</p>	<p>180 Days or More (assumes EIR or Complex ND for CEQA) Any project requiring preparation of and EIR Commercial, Industrial w/ significant site issues (PDC, H, CP) Large Public / Quasi Public uses (PDC, CP) Residential zoning greater than 200 units (PDC)</p>
<p>Project Milestone Processing Goals</p> <ul style="list-style-type: none"> • Comments for major applications sent in 30 days -- 95% • Comments for other applications sent in 30 days -- 70% • 2nd Round Comments for major projects sent 2 weeks --75% • Draft Permit to applicant 1 week prior to hearing -- 95% • Permit signed within 3 days of hearing -- 95% • Projects with 2 or fewer reviews to hearing -- 90% 	

SINGLE FAMILY HOUSE PERMIT APPLICATION FORM

Please print clearly or type.

STAFF	File Number SF		Receipt #: _____	
	Council District		Zoning	
APPLICANT INFORMATION	Property Owner		Phone (w)	Phone (h)
	Address		Fax	Cell
			E-Mail	
	Project Contact Person		Phone (w)	Phone (h)
	Address		Fax	Cell
			E-Mail	
PROJECT INFORMATION	Project Address		APN(s)	
	Application Type (check all that apply)			
	Director Approval <input type="checkbox"/> Category 1 <input type="checkbox"/> Category 2			
	Brief Project Description			
	<i>PROJECT DATA</i>		<i>EXISTING</i>	<i>PROPOSED</i>
	Net Parcel Size			
	Gross Building Square Footage (excludes garage and accessory structures)			
	First Floor			
	Ratio of Second Floor / First Floor			
	Floor Area Ratio (building square footage/parcel size)			
Building Height		____ ft ____ stories	____ ft ____ stories	
CERTIFICATION	I certify that the foregoing statements are true and correct to the best of my knowledge. I understand that a misrepresentation of any			
	Applicant's Signature			Date
	I declare under penalty of perjury that I am the owner of said property or have Power of Attorney (attach copy) from said property owner			
	Print Property Owner's Name			
Signature			Date	

TO SUBMIT THIS APPLICATION, PLEASE CALL THE BUILDING DIVISION AT (408) 277-4541 FOR AN APPOINTMENT.

Application Requirements

Requirements

- ☐ Application Form
 - ☐ Photographs
 - ☐ existing structures on property
 - ☐ adjoining properties on each side and across street.
 - ☐ Application Checklist Form
 - ☐ Plan Sets (3 full size 24" x 36" plan sets)
(sheets of larger size shall require prior approval before filling the application)
 - ☐ 1 legible black line Plan Set reduced 11" x 17"
 - ☐ **Noticing the Neighborhood.** Refer to the Public Outreach Policy for a full description of the City's public notification procedures. Public Hearing notices will be mailed for development proposals at least 10 calendar days before the date set for hearing for a project. Notices will be sent to all property owners and residents within 300 feet for Very Small projects, 500 feet for Standard Development Proposals and a minimum of 1,000 feet for large or controversial projects as detailed in the Public Outreach Policy.
 - ☐ Description of Parcel Property. A legible, separate legal metes and bounds description on a 8 1/2" x 11" page(s) covering the area of this application, or lot and tract numbers on on a 8 1/2" x 11" page(s) with a copy of the recorded tract map attached, and a plot map delineating the permit area.
- ☐ Application Fees:
Category 1 - \$615.00
Category 2 - \$1,600.00
 - ☐ Public Noticing Fee:
\$102.00* for Category 2
*Additional Noticing Fees may be due after filing this application if noticing list exceeds 100 properties.
 - ☐ Exemption from Environmental Review - Electronic: \$124 for Category 1 & 2

Plan Set Requirements

Site Plan

- Scale & north arrow
- Lot line dimensions
- Location of existing and proposed building wall and eave lines (including decks and balconies)
- Location of existing and proposed building wall lines of adjoining property buildings.
- Setbacks and dimensions to property lines.
- Project summary which includes the following (for existing and proposed home):
 - Lot size in square feet, first floor and second floor square footages, ratio of second floor to first floor area, floor area ratio.
- Existing/proposed finished floor elevation of subject property.

Floor Plans

- Existing and proposed floors. (Show existing walls to be removed or modified.)

Elevation Plans

- Height of overall building and entry features.
- Identify building materials, trim & decoration, etc.

Residential Design Review Process Walkthrough

Getting Started

Verify your zoning, property size, your existing building square footage and F.A.R., and your proposed building square footage and F.A.R. Generally, your architect can calculate or find this information.

Fill Out the Application Form

The application must be completely filled out and signed by the legal owner of the property or by an individual with Power of Attorney to represent the legal owner and the applicant, if different. Proof of Power of Attorney MUST be provided.

Prepare Final Plans and Exhibits

Prepare plans and streetscape photographs according to the instructions in this application packet.

Notification

Your application will be assigned to a project manager, who will call you to inform you of any action and/or meeting date and any further information or plan changes that need to be made. A hearing notice for the Single Family Review Permits requiring public hearings by the Director will be mailed to the contact person and the property owner, as indicated on the application form.

Application Checklist Form

Permit Determination Checklist

	YES	NO
1. Is the new house or addition greater than 30 feet in height?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the new house or addition greater than 2 stories?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the floor area ratio of your house greater than .45?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is your house or site a designated City Landmark, listed on the Historic Resources Inventory, or located in a Historic District or Historic Conservation Area?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "yes" to **any** of the questions above, a single-family house permit is required, approved by the Director of Planning.

If you answered "no" to **all** of the questions above, a single-family house permit is not required for your house. You may proceed to the Building Division for building permits.

Criteria for Administrative Review by the Director of Planning

The issuance of building permits:

- ☐ will not require removal of more than 50% of the exterior walls;
- ☐ are for a house not to exceed 30 feet in height and two (2) stories;
- ☐ are for a single-story addition;
- ☐ are for a second-story addition where the total second-story square footage does not exceed 60% of the existing first floor area, and the addition is set back an additional 10 feet from the required front setback;
- ☐ will not result in the enclosure or net loss to 10% or more of a existing front porch area;
- ☐ are for an attached garage only if there is an existing attached garage on either side of the subject lot;
- ☐ that require the roofline, materials, trim and decoration details of the new construction to be the same as that on the existing house.

If **all** of the above criteria are met, no public hearing is involved with the review of a Single-Family House Permit.

How do I calculate my floor area ratio (F.A.R.)

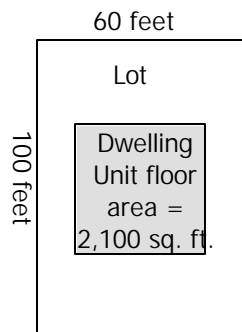
Floor Area Ratio Definition

F.A.R. is a ratio of floor area of a structure(s) to the area of a lot.

The floor area includes:

- total square footage of the floors in a main structure measured to the outside surface of the exterior walls, including stairwells, and all areas that are greater than 50% enclosed with walls and covered.
- garage square footage (attached or detached), square footage of accessory structures on the lot, and square footage of basements **is not** included in the calculation of F.A.R.

Example:



Formula:

$$\text{Floor Area Ratio} = \frac{\text{Floor Area}}{\text{Lot Area}}$$

Lot area: 60 ft. x 100 ft. = 6,000 sq. ft.

Floor Area: 2,100 sq. ft.

Floor Area Ratio: $\frac{2,100 \text{ sq. ft.}}{6,000 \text{ sq. ft.}}$

F.A.R. = .35

ADDITIONAL INSTRUCTIONS FOR STORMWATER RUNOFF DATA

The California Regional Water Quality Control Board, San Francisco Bay Region (RWQCB), requires that the City of San Jose demonstrate compliance with the National Pollution Discharge Elimination System (NPDES) Permit issued to the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP).

In order to comply with the NPDES Permit requirements, the City of San Jose must provide the RWQCB with the following information requested below. Thank you for your cooperation in compliance.

INSTRUCTIONS

What Projects Apply?

All applicants creating, adding, or replacing **5,000 square feet or more of impervious surface*** on the project site must fill out the following information and submit it along with their application for a Planning permit to the Department of Planning, Building and Code Enforcement, Room 400, City Hall, 801 North First Street, San Jose.

What is an Impervious Surface?

An impervious surface prevents the infiltration or passage of water into the soil. Impervious surfaces include rooftops, paved or covered patios, driveways, parking lots, paved walkways, and streets.

For more information on the selection of Best Management Practices for stormwater pollution prevention, please refer to ***Start at the Source*** by BASMAA and ***the Guidance Manual on Selection of Stormwater Quality Control Measures***. These documents are available for purchase in the Department of Planning, Building and Code Enforcement at Room 400, City Hall, 801 North First Street, San Jose. You may also contact Bill Scott at: bill.scott@sanjoseca.gov or (408) 277-4576.

* DO NOT INCLUDE routine maintenance work such as reroofing, or resurfacing of existing paved areas, in the calculation of impervious surface.

TO BE COMPLETED BY PLANNING DIVISION STAFF	
PROJECT FILE NO.:	
TO BE COMPLETED BY APPLICANT	
PROJECT DESCRIPTION	PROJECT LOCATION
ASSESSOR'S PARCEL NUMBER(S):	
APPLICANT NAME (please print)	DAYTIME TELEPHONE NO: ()
PROJECT TYPE (Check all that apply): <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Public/Quasi Public <input type="checkbox"/> Agricultural <input type="checkbox"/> Other _____	EXISTING USES ON SITE: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Public/Quasi Public <input type="checkbox"/> Agricultural <input type="checkbox"/> Other _____

ADDITIONAL INSTRUCTIONS FOR STORMWATER RUNOFF DATA

PROJECT SIZE:

- a. Site size: _____ sq. ft.
- b. Existing impervious surface area (includes land covered by buildings, sheds, patios/covers, parking lots, streets, sidewalks, paved walkways and driveways): _____ sq. ft.
- c. Impervious surface area created, added, or replaced: _____sq. ft.
- d. Total impervious surface area (new + existing): _____sq. ft.
- e. Percent increase/replacement of impervious surface area (i.e. c/b multiplied by 100: _____)%
- Estimated area of land disturbance during construction: _____sq. ft.
(including clearing, grading, or excavating).

HAZARDOUS MATERIALS:

Will or have hazardous materials been used or stored on site?

☐ Yes

☐ No

- a. If yes, please provide list and quantity of materials and note previous location and proposed location on site plan:

- b. If required, has a Hazardous Materials Management Plan been approved for the site? ☐ Yes ☐ No

TYPES OF STORMWATER CONTROL MEASURES: proposed with project (please refer to item below and check all that apply):

☐ Stormwater Treatment

☐ Source Control

☐ Site Design

SPECIFIC STORMWATER CONTROL MEASURES (Check all that apply):

Storm water Treatment	Source Controls	Site Design
<input type="checkbox"/> Biofilter (veg. swale/strip) <input type="checkbox"/> Detention basin (dry) <input type="checkbox"/> Detention pond (wet) <input type="checkbox"/> Underground detention <input type="checkbox"/> Media filter (sand, organic matter, bioretention) <input type="checkbox"/> Hydrodynamic device (commercially available in-line treatment unit) <input type="checkbox"/> Infiltration trench <input type="checkbox"/> Porous pavement <input type="checkbox"/> Wetland basin <input type="checkbox"/> Wetland channel <input type="checkbox"/> Inlet filter <input type="checkbox"/> Other _____	<input type="checkbox"/> Wash area/racks, drain to sanitary sewer <input type="checkbox"/> Covered dumpster area, drain to sanitary sewer <input type="checkbox"/> Swimming pool drain to sanitary sewer <input type="checkbox"/> Beneficial landscaping (minimizes irrigation, runoff, pesticides and fertilizers; promotes stormwater treatment) <input type="checkbox"/> Outdoor material storage protection <input type="checkbox"/> Covers and drains for loading docks, maintenance bays, and fueling areas <input type="checkbox"/> Maintenance (street sweeping, catch basin cleaning, etc.) <input type="checkbox"/> Other _____	<input type="checkbox"/> Minimize land disturbance <input type="checkbox"/> Minimize impervious surfaces <input type="checkbox"/> Minimum impact street or parking lot design <input type="checkbox"/> Cluster structures/pavement <input type="checkbox"/> Disconnect downspouts (make sure they don't drain on to paved areas) <input type="checkbox"/> Pervious driveway design <input type="checkbox"/> Microdetention in landscape <input type="checkbox"/> Preserve open space <input type="checkbox"/> Protect riparian and wetland areas, riparian buffers <input type="checkbox"/> Other _____